EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION

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February 8, 2013

Dear SCN Sponsor\Food Service Vendor:

The Division of School and Community Nutrition (SCN) has important information regarding an update to Infinite Campus (IC), Kentucky's student information system, which will affect you. Please carefully read the following below.

On February 6, Infinite Campus's E.1302 Release Pack included an update to the FRAM Eligibility Import Wizard Tool, which is used to import meal status from 3rd party vendors. This update was necessary due to changes by the USDA to the FNS-742 form. As a result POS vendors will be required to provide the source of the Eligibility Certified Type (i.e., Direct or Non-Direct) and the Direct Source Certified Type (i.e., SNAP, TANF, Medicaid, etc.) in the data extract file beginning July 1, 2013.

Timelines
School districts and POS vendors should be aware of the following deadlines below:

SY 12-13
Effective February 6, 2013 and through the remainder of SY 12-13, districts have the capability to map the source type of direct certification when importing the SCN direct certification file and POS data extract files. Any existing mappings with a certified type of "Direct" will automatically be converted to the Direct Source Certified Type of "SNAP".

Action Item: No action is required at this time for the districts or POS vendors. If the POS data extract file contains the source of the Eligibility Certified Type **and** the Direct Source Certified Type then the district can modify their data import mapping to accommodate this change. Detailed instructions shall be provided at a later date on mapping the POS data extract file.

SY 13-14
Effective **July 1, 2013**, all districts shall be required to import a POS data extract file that contains the source of the Eligibility Certified Type and the Direct Source Certified Type for each meal status record. Importing of meal status into IC from the POS cannot be successfully accomplished without these fields being available. Consequently, federal and state reporting out of IC will be negatively affected if meal status is not updated regularly in IC.

Action Item: POS vendors will need to provide a data extract file that conforms to the file specifications noted below.

Basic Import File Requirements
The Eligibility Import Wizard has the following requirements of all import files:

- **File Format:** Import data must be formatted as a fixed-width, comma-delimited or tab-delimited file. The recommended format is comma-delimited.

- **Unique ID:** Student identifying information must be included in the file. The recommended unique ID is the state student identifier. If this is not available then the set of last name, first name and birth date can be used.

- **Existing Person Record:** The student/person must exist in the Campus database.

- **School Year Limitation:** Data within the file should include only one school year.

The following are fields necessary in the data export file necessary to properly interface with FRAM:

File Layout

Field Name	Definition	Example
Meal Eligibility	Designation of meal status	Free
Certified Type	Method of determination	Direct Certification
Direct Source Certified Type	Source of direct certification	SNAP
Eligibility Start Date	Effective date of meal status	08/01/2012
Eligibility End Date	End date of meal status; should always be 6/30/YYYY where year is the end of the school year	06/30/2013
Unique ID (preferably SSID)	State student identifier is preferable	1111111111

File Name: The data extract file name must begin with IC_eligibility.

Vendors are encouraged to pilot test their modifications with the meal status data extract. All school districts have access to an Infinite Campus sandbox site for training and testing purposes. By working with a select few districts the vendor can be assured the modified file will properly interface with IC.

KDE is sharing this information as a courtesy to the public school districts. KDE will not be held responsible any costs for development, installation, support or any other business expense as a result of these changes noted above: you are responsible for billing any costs to your clients based on the individual arrangements between you and the districts.

Districts should share this information with their POS vendor to ensure they are aware of this very important change.

More Information
Questions on IC's Free and Reduced Data Management or Eligibility Management may be directed to Garnetta Barnette (Garnetta.Barnette@education.ky.gov). For questions on the National School Lunch Program you may contact Colby Wagoner (Colby.Wagoner@education.ky.gov). For questions related to FRAM or Infinite Campus in general you may contact Lisa Rhoton, Kentucky's Infinite Campus client executive, at Lisa.Rhoton@infinitecampus.com. Lastly, Appendix A contains Infinite Campus's notice on the direct certification changes to the FRAM Eligibility Import Wizard for your reference.

Sincerely,

Deanna Tackett
Director
Division of School and Community Nutrition

Appendix A

This is the official notification from Infinite Campus on the direct certification changes to the Eligibility Import Wizard:

Notice of Direct Certification Changes to Eligibility Import Wizard

This is a notice to districts that the E.1302 Release Pack will include an update to the **Eligibility Editor** and the **Eligibility Import Wizard Tool**. This update is in response to regulated USDA changes to the FNS-742 Report which requires districts to track the source of the Eligibility Certified Type; i.e, Direct or Non-Direct. This update does not require any immediate changes to existing import mappings. For the 12-13 reporting year, if third-party vendors are not able to provide an export file with separate columns based on the source of the Certified Type, the import will automatically indicate any Certified Types mapped as Direct to a Direct Type of SNAP.

To accommodate this change, Campus will be adding a source field of "Direct" or "Non-direct" for selection in the Eligibility Editor. The source field selected will determine the listing of Certified Types available to assign to students. This will allow districts to designate, for example, if the Foster Certified Type is from a direct or non-direct source. Existing eligibility records with a Certified Type of Direct will be converted to a Source Type of Direct and a Certified Type of SNAP automatically.

The Eligibility Import Wizard Tool will add the ability to map direct source Certified Types for Direct Certification and third-party import files. Existing eligibility import mappings will be converted to work with the changes made. Any existing mappings to the Certified Type of Direct will be converted to the Direct Type of SNAP. It is also recommended to inactivate any Scheduled Imports prior to taking the update. Once the existing mappings have been updated or recreated, the Scheduled Import can be updated or made active.

Districts that import eligibility data from third-party food service systems will need to contact their third-party vendors to request a new export file format layout if the current layout does not include a non-direct source certified type column and a separate direct source certified type column. The Eligibility Import Wizard will support a number of different file format layouts for mapping Certified Types and Direct Types.

Additional information will be available upon release. If you have any questions, contact your client executive.